

CHAPTER 2

DEFINITION OF TERMS

In order to clarify the policy and procedures contained in the POM, it is understood that the following definitions apply throughout:

Building Envelope:	The area of the building that encloses the conditioned space. Except for the following situations, only the exterior four walls to the ceiling under the attic and the floor above the unheated basement area are considered part of the building envelope. The floor of a unit built on stilts or is above an unheated crawl space is considered a part of the building envelope. The roof of a building that has no ceilings (or that is part of the ceiling) is considered part of the building envelope
Certification:	An independent review of the application and supporting documentation. This review is a final determination of either eligibility or denial. Someone other than the original intake worker completes the certification.
Dwelling Unit:	A house, including a stationary mobile home, an apartment, a group of rooms, or a single room occupied as separate living quarters.
Dwelling Unit Report (DUR): AKA: (DURI)	A one page summary sheet submitted for each dwelling unit completed by a local agency that provides customer demographics, information regarding the costs associated with service delivery.
Elderly Person:	A person who is sixty years of age or older.
Family Unit:	All persons living together in a dwelling unit.
Funding Source:	The source of WAP funds identified in the Weatherization Assistance Agreement used to reimburse the local agency for costs associated with providing services to eligible low-income customers.
Handicapped	Any individual who is [1] handicapped as defined in Section 7 (6) of the Rehabilitation Act of 1973; [2] under a disability as defined in Section 1614 (a) (3) (A) or 223 (d) (i) of the Social Security Act or in Section 102 (7) of the Developmental Disabilities Services and Facilities Construction Act; or [3] who is receiving benefits under Chapter 11 or 15 of Title 38, U.S.C.
Incidental Repairs:	Those repairs necessary for the effective performance or preservation of weatherization materials. Such repairs include, but are not limited

to framing or repairing windows and doors, and providing protective materials, such as paint, used to seal materials installed under this program.

**In-kind
Contribution:**

In-kind contributions represent the value of non-cash contributions provided by the grantee, and non-Federal parties. In-kind contributions may be in the form of charges for real property and non-expendable personal property and the value of goods and services directly benefiting and specifically identifiable to the project or program.

Intake:

All application processes necessary to enable certification of application.

**Landlord/Tenant
Agreement:**

Document required for completed application when applicant is a renter. This document verifies that both landlord (homeowner) and applicant understand their rights and obligations. No work can be performed on rental units until this form is completed.

Leverage Activity:

The actions of the State and local agencies to obtain and account for resources provided to supplement or supplant federal funding being used to weatherize dwelling units.

**Local
Weatherization
Agency (LWA)**

Also referred to as the "sub-grantee", "service delivery network member" and "local service provider", is the organization or local government responsible for providing direct WAP services in a specific political subdivision

**MEAP
Certification:**

A final determination concerning program income eligibility of a customer by the Maryland Energy Assistance Program, resulting in the customer's receipt or denial of energy assistance benefits.

**WAP
Certification:**

A final determination concerning program eligibility based on income and ownership, resulting in the customer's receipt or denial of weatherization benefits.

**Performance
Period:**

The time period in which the WAP funds are available for use by the local agency. No funds can be expended before the start date of the performance period and may not be expended after the close of the period.

**Program
Income:**

Income earned by the grantee from grant-supported activities. Such earnings may include, but will not be limited to, income from service fees, sale of commodities, usage or rental fees, and royalties on patents and copyrights.

Re-certification:	Re-certification occurs when an application and its supporting documentation are more than twelve (12) months old and the local agency has not "begun work" on the dwelling unit. A second confirmation of the information must be performed. The applications re-certified are again available for inspection and receipt of weatherization.
Re-weatherized Unit:	Any unit receiving weatherization services prior to September 30, 1994 and which has received additional services under existing grants or allowed by current DOE regulations.
Separate Living Quarters:	Living quarters in which the occupants do not live and eat with any other persons in the structures and which have either a direct access from the outside of the building or through a common hall or complete kitchen facilities for the exclusive use of the occupants. The occupants may be a single family, one person living alone, two or more families living together, or any other group of related or unrelated persons who share living arrangements.
Single-Family Dwelling Unit:	A structure containing no more than one dwelling unit.
Title IV:	To be used interchangeably with those income groups known as AFDC Recipients (Aid to Families with Dependent Children).
Title XVI:	To be used interchangeably with those income groups known as SSI (Supplemental Security Income).
Unobligated Balance:	The portion of the funds authorized that has not been obligated by local agency and is determined by deducting the cumulative obligations from the cumulative funds authorized.
Work Begins (Work Begun):	This is defined as the point of estimation for a dwelling unit Outreach or intake is not considered within the confines of the definition of weatherization work beginning.